

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service
Health Services Administration
Indian Health Service
Rockville, Maryland 20852

INDIAN HEALTH SERVICE CIRCULAR NO. 74-3

USE OF FORM HSM-299, HOSPITAL PERSONNEL STATISTICS REPORT

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1. Purpose
2. Background
3. Due Date
4. Supersession

PURPOSE. To prescribe the use of Form HSM-299 (formerly PHS-4051) Hospital Personnel Statistics Report, (copy and instructions attached) by Indian Health Service Area Offices.

2. BACKGROUND. This report has provided both the Area Office and Headquarters with meaningful data for analysis and comparative studies, It is the sole basis for development of hospital man years - both in an outpatient. Man years are an element of manpower utilization and productivity studies within Indian Health Service.
3. DUE DATE. This report will be submitted on a semi-annual basis and will be due in Headquarters the last day of the month following the end of each half year.
4. SUPERSESSION. This supersedes IHS Circular No. 62-18 dated November 26, 1962.



H. V. Chadwick
Deputy Director
Indian Health Service

Attachments 2

Distribution: HSM 102-105; HSM 107-108; HSM 111-118 Tab d
November 18, 1974